



TRANSPORTATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | TRANSPORTATION, DEPARTMENT OF | RELEASE DATE: | Tuesday, June 8, 2010 |
| POSITION TITLE: | Chief, Division of Maintenance | FINAL FILING DATE: | Monday, June 28, 2010 |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 06082010_1 |

POSITION DESCRIPTION

Under the general direction of the Deputy Director for Maintenance & Operations, the incumbent is responsible for all activities relating to the Maintenance program statewide for the Department. The incumbent develops and implements policies for the offices of Roadside Lands and Buildings; Roadway Maintenance; Radio Communications Engineering; Maintenance Equipment and Emergency Operations; Roadway Rehabilitation; Management System and Studies; Structure Maintenance and Investigations; Administration Services; Budgets, Planning and Monitoring; and Pavement Management.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in

Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience in positions at the Supervising Transportation Engineer level or higher that developed the following qualifications:

* A broad and comprehensive knowledge of the Department's transportation roles and responsibilities and state and federal highway maintenance policies, guidelines, and standards. * Demonstrated knowledge of and ability to apply budgetary, financial, and contract management skills. Demonstrated ability to effectively leverage state resources to advance the Department's Maintenance Program, and the ability to optimize the use of all available resources to meet the Maintenance Program needs. * Familiar with federal and state regulations that apply to and impact the work of the Department and the Department's mission goals, programs, and policies. * Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the Department in maintenance matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide. * Willingness to examine existing procedures and practices and demonstrate ability to develop and implement innovative and effective solutions. * Demonstrated ability to analyze and refine organizational structures to efficiently and effectively deliver maintenance projects. * Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills. * Possess academic course work at the university level or equivalent training and experience in the area of supervision and management principles. * Possess excellent oral and written communication skills.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Maintenance**, with the **TRANSPORTATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The Statement of Qualifications must indicate your total years and breadth of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria and how your experience applies to the duties and qualifications of the position. Some of the factors that will be utilized in the evaluation are: * Education - List degrees obtained and dates received. - List licenses and certificates and dates received. * Breadth and extent of external contacts (e.g., Legislature, control agencies, etc). - List state and federal resource agencies and other stakeholders and partners. - Explain nature and extent of those contacts. * Breadth and extent of experience to a Supervising Transportation Engineer level or higher. * Breadth and extent of experience making presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the Department (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups). * Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies. * Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

TRANSPORTATION, DEPARTMENT OF, CEA & Exempt Services
1727 30th Street, MS 90, Sacramento, CA 95816
Patti Oshita | 916 227-7414 | Patti_Oshita@dot.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The TRANSPORTATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>